Transfer Credit Evaluation Policy for Undergraduate Credits

Criteria for Accepting Transcript

1. Official evaluations are performed based on official transcripts and documentation received.
2. **U.S. Universities/Colleges must** be regionally accredited by one of the official accrediting bodies in the U.S.
   It may be one of the following accrediting agencies:
   - Middle States Association of Colleges and Schools (M)
   - New England Association of Schools and Colleges (EH)
   - North Central Association (NH)
   - Northwest Commission on Colleges and Universities (NW)
   - Southern Association of Colleges and Schools (SC)
   - Western Association of Schools and Colleges (senior colleges/univ) (WC)
   - Western Association of Schools and Colleges (community/jr. coll) (WJ)

**International Universities/Colleges** must have a credential evaluation performed by one of the National Association of Credential Evaluation Services. We also accept evaluations done by the American Association of Collegiate Registrars and Admissions Officers (AACRAO). Mercer usually directs students to and accepts evaluations performed by the following:
   - World Education Services, Inc. (WES)
   - Josef Silny and Associates, Inc.

3. For U.S. schools, there are several sources to check or confirm accreditation. Online, the resource is CollegeSource.org. Also, the Higher Education Directory is a publication which lists the various accreditations for schools in the U.S. List are also available on each accrediting bodies website. Finally, the transcript will usually provide the accreditation information on the back.

   For international transcripts, the evaluation from the credential service will indicate if it is an accredited institution.

Criteria for Accepting Courses as Transfer Credit

Courses transferred to Mercer are evaluated on a course-by-course basis. This is done by the Office of the Registrar and the respective faculty reviewing the other institutions’ catalogs and reviewing the course descriptions. If there is no direct comparison, but the transfer course fits within a certain discipline, elective credit may be given. In cases of uncertainty, one can follow-up with the chair of the department for feedback.

1. The maximum number of credits accepted from 2-year colleges and technical schools is 64 total. This includes any combination of 2-year schools/technical schools attended. If the student has taken more than 64 credits, the additional credits must be rejected in order to stay at the 64 credit limit. The best practice in doing this is to reject first any electives or courses that cannot be applied toward the degree.

   There is no cap on 4-year schools and universities. However, students must complete at least 32 credits in residence at Mercer in order to obtain a degree from Mercer.

2. Mercer does award credit for previous Military experience using ACE recommendations together with Mercer’s own transfer policy.
3. In order for a course to be considered for transfer credit, the student must have earned at least a “C-” in the course.

4. Students will be given credit for a course based on how many credits it counted for at the other institution. If a course counted for 4 credits at another institution, yet the course is 5 credits at Mercer, the student will receive 4 credits, not 5.

5. No credits are accepted for remedial courses (i.e. not at college level). These courses usually have course numbers starting with “0” and are in subjects such as reading, English, and math.

6. Courses will not transfer if they are considered vocational in nature or in disciplines not offered at Mercer. Examples are cosmetology, secretarial science, lab technician, etc.

7. For technical schools, Mercer does not accept courses offered at the diploma/certificate level. Courses must be taken at the associate degree level to be considered for transfer credit. There are a few exceptions that have been approved over time. These are mostly in the School of Business, Tift College of Education, and the College of Continuing and Professional Studies. A separate listing is kept of these approved courses.

8. Correspondence work will not be accepted for credit toward a degree. The University does accept courses from the Independent Study Programs of the University of Georgia for transfer credit; the maximum number of credits from this program is 9 semester credits.

9. The maximum number of credits allowed for extension work (e.g. internships or practicums) of a non-correspondence nature is 12 semester credits; this limitation does not apply to work taken in off-campus permanent centers. No more than 30 semester credits of combined off-campus and extension work is allowed (including credits earned from military experience).

**Special Policies for Various Course Types**

1. Physical Education—The maximum number of credits accepted for P.E. courses (activity courses) is 3 credits.

2. Sciences—In order for science courses to transfer as Mercer courses, it is important to check whether or not they include a lab component. If not, these courses will likely transfer as electives unless the course offered at Mercer does not include a lab component. This includes science courses taught online.

**Appealing the Transcript Evaluation**

In some cases, students may not be satisfied with how their courses transferred into Mercer and may question the evaluation. In these cases, the student has the right to appeal the evaluation. Likely, the course description did not provide enough details for an accurate assessment to be made. In cases of appeal, the student may provide the class syllabus either to the evaluator or to the chair of the department. It may be possible that upon review of the syllabus, the evaluator can make a better assessment and change the credit previously granted. If not, the chair of the department will make the decision.